




# City of Manassas Police Department General Duty Manual



Effective Date: 12-13-2013	<b>GENERAL ORDER</b>	Number: 03-17
Subject: <b>Specialized Assignments</b>		
<input type="checkbox"/> New <input type="checkbox"/> Amends <input checked="" type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed: 05-24-2018 General Order #3-17    Dated: 09-01-2008		Reevaluation: <input checked="" type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input type="checkbox"/> N/A
Accreditation Standards: 3.1.1/ 3.1.2/ 16.2.1/ 16.2.2 / 16.2.3 / 16.3.2/ 42.1.6	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 3

**PURPOSE:**

To establish a means for governing the Department's specialized assignments, as well as procedures related to announcement of openings and the specification of selection criteria related to specialized assignments.

**POLICY:**

The Chief of Police makes appointments to specialized assignments at his discretion. The selection criteria for a specialized assignment is based on the knowledge, skills and abilities (KSA's) required for the assignment and includes, at a minimum, formal education requirements, special requirements, and the length of relevant experience required. The selection process is void of favoritism. Specialized assignments are reviewed annually to determine adequacy and whether the position should be maintained.

**PROCEDURE:**

**I. Development and Review**

- A. Specialized assignments are lateral transfers of sworn Officers within the Department to fill special needs on a fulltime basis. Specialized assignments also serve to enhance the career development of officers and form the nucleus of the Department's Career Development Program.
- B. Current Class Specification assignment descriptions are available to Officers in the Class Specifications binder located in the Office of Professional Standards, or can be accessed on the City website in the Document Center at: <http://www.manassascity.org/DocumentCenter.asp?FID=20>. The Class specifications for specialized assignments are identical to the Police Officer Class Specifications.
- C. Specialized assignments include:
  - 1. Detective.
  - 2. Internet Crimes Against Children (ICAC) Detective.
  - 3. Vice / Narcotics and Gang Detective.
  - 4. Law Enforcement Academy (full-time) Instructor.
  - 5. Motorcycle Officer.
  - 6. School Resource Officer.
  - 7. K-9 Officer.
  - 8. Special Problems Unit Officer.
- D. Specialized assignments are developed by Division Commanders subsequent to an evaluation of an initial problem or condition affecting the operations within their respective division.
- E. Recommendations for new assignments include a cost and service analysis, with Division Commanders normally forwarding recommendations to the Chief of Police prior to a new budget cycle. Exceptions are made for unusual or exigent circumstances requiring immediate attention.
- F. Each Division Commander conducts an annual review of each specialized assignment within their Division for the purpose of determining whether it should be maintained. The review includes:
  - 1. A listing of the specialized assignments within the department.
  - 2. A statement of the purpose for each of the positions.
  - 3. An evaluation of the initial problem or condition that required the implementation of the assignment.

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- 4. A determination as to whether the position should be retained eliminated, or the position's assignment / duties should be amended.
- G. The Investigative Services Commander will compile all the reviews into one (1) report which is submitted to the Chief of Police.
- H. Officers assigned to any specialized assignment may be rotated, transferred or otherwise removed from such assignment at any time.

**II. Selection Procedure for Specialized Assignments**

- A. Anticipated specialized assignment openings are advertised at least 14 days in advance of the opening whenever possible. The advertisement / position description is posted in the Roll Call Room and within each Division. The advertisement / position description for each specialized assignment includes the following information:
  - 1. The title and duties of the specialized assignment.
  - 2. The KSA's required for the specialized assignment.
  - 3. Formal education or other prerequisite specialized training required.
  - 4. The application procedure.
  - 5. The length of relevant experience required.
  - 6. The duration of the specialized assignment, if appropriate.
  - 7. The selection process to be used and the composition of the selection panel (if any).
  - 8. Any special criteria.
- B. Officers are considered an "applicant" if they meet all of the qualifications listed in the position description and any special requirements announced in the position announcement memorandum.
- C. Officers in a specialized assignment may not apply for other specialized assignments unless they have completed a minimum of 12 months of service in their current specialized assignment, or as otherwise noted in a specific General Order.
- D. When appropriate for security reasons, it is not necessary for the Department to announce, in writing, openings for undercover or similar assignments.
- E. The appropriate Division Commander or his designee shall at a minimum, interview each applicant and review the applicant's administrative file prior to making a selection to a specialized assignment.
- F. The appropriate Division Commander forwards his appointment recommendations to the Chief of Police.
- G. The Chief of Police makes a final appointment decision.
- H. Should there be no applicants for an advertised position:
  - 1. The incumbent may apply to remain in the assignment.
  - 2. The incumbent may then be selected or recruitment / appointment may be done in order to fill the vacant specialized assignment.
  - 3. Should the incumbent be reappointed, such reappointment shall be for a 12-month period. After the twelve-month period, the position will be re-advertised and the above outlined process followed.
    - a. In the event that there are no applicants, the incumbent may apply to remain in the assignment.
    - b. Exception: See Section III, B, 4 (a) for K-9 Officer duration cycle special provisions.

**III. Rotation of Specialized Assignments**

- A. The Department recognizes the need to establish a fair system of rotation in specialized assignments to promote growth and development of its officers.
- B. The following are the duration cycles of specialized assignments:
  - 1. Law Enforcement Academy (fulltime) Instructor: Not to exceed 4 (four) years from the date of appointment.
  - 2. Vice / Narcotics, Gang Detectives, Internet Crimes Against Children (ICAC) Detective and Special Problems Unit Officers: Not to exceed 5 (five) years from the date of appointment.
  - 3. All other Specialized Assignments: Not to exceed 10 (ten) years from the date of appointment. The duration cycle of a K-9 Officer may be extended, depending on the expected lifetime / usage factors of the K-9.

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- 4. When appropriate in the best interests of the department, personnel may retain their specialized assignment beyond the stated tenure of that assignment. This extension is based on a written recommendation of the officer's immediate supervisor citing the reasons for such an exception. It is then subject to the approval of the Division Commander and Chief of Police. Any such extension is then reviewed on an annual basis to determine if the conditions predicated the extension are still viable. This review is to be conducted by the appropriate Division Commander on the anniversary date of the extension's signed approval by the Chief of Police.
- C. Nothing in this General Order shall limit the right of the Chief of Police, at his discretion, to reassign any member in the best interest of the Department.
- D. The duration cycle for specialized assignments begins on the date of assignment.

Attachments: "A" Position Description for Detective.  
 "B" Position Description for Vice / Narcotics and Gang Detective.  
 "C" Position Description for Law Enforcement Academy (full-time) Instructor.  
 "D" Position Description for Motorcycle Officer.  
 "E" Position Description for School Resource Officer.  
 "F" Position Description for K-9 Officer.  
 "G" Position Description for Special Problems Unit Officer

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References: MOA can be located on the "P" Drive (MOU Folder)